



**ANNOUNCEMENT: S-06 #07
CHILD DEVELOPMENT OFFICE
BUREAU OF SUBSIDY SERVICES**

**ISSUE DATE: August 10, 2006
EFFECTIVE DATE: September 1, 2006**

SUBJECT:	New E-mail Address for Bureau of Subsidized Child Care Services
TO:	Child Care Information Services Agencies
FROM:	Harriet Dichter Deputy Secretary, Office of Child Development

PURPOSE:

To inform the Child Care Information Services (CCIS) agencies of a new business e-mail address for the Bureau of Subsidized Child Care Services.

BACKGROUND:

Historically, the Office of Child Development (OCD), the Bureau of Subsidized Child Care Services has issued official business correspondence from rvega@state.pa.us (Rhoda Vega). The establishment of a common, appropriately titled e-mail account for the Bureau enables consistent communication that is readily identifiable as correspondence related to the business of the child care subsidy program.

DISCUSSION:

Effective with the release of this communiqué, the e-mail address for the Bureau of Subsidized Child Care Services is ocdsubchildcare@state.pa.us. It can be found in the Outlook Address Book as "PW, OCD Subsidized Child Care".

The Bureau will use this e-mail account to do business with its field partners, the CCIS agencies, including issuing:

- OCD Announcements
- Fiscal, General, Operations, Policy and System Communiqués
- Notifications for statewide meetings
- Other appropriate business correspondence intended for all CCIS agencies

The Bureau will not use this e-mail account to contact specific CCIS agencies for specific issues. The CCIS should continue to utilize points of contact, such as the Subsidy Coordinator, as appropriate.

It should be noted that this e-mail address will not be made available for use by the general public. Members of the public seeking to submit a question to OCD should be directed to the DPW website at “General Information”, “Contact DPW”, “Child Care”.

To create an appropriate transition period, OCD will continue to issue electronic correspondence to the CCIS agencies under rvega@state.pa.us as well as under the new e-mail address ocdsubchildcare@state.pa.us until September 1, 2006. As of that date, all electronic business correspondence generated by the Bureau of Subsidized Child Care common to all CCIS agencies will be sent under ocdsubchildcare@state.pa.us.

NEXT STEPS:

- 1) Share this information with appropriate staff.
- 2) Enter the new e-mail address for the Bureau of Subsidized Child Care Services to local address books.
- 3) Direct questions to the Subsidy Coordinator.

OBSOLETE